

**III CORPS AND FORT HOOD
TROOP SCHOOL ENROLLMENT PROCESS**

REQUESTING A TROOP SCHOOL COURSE

The enrollment request into all Troop School courses, except the Battle Staff Course and HAZMAT (AMMO-62) course, is by submission of a FH Form 350-X17 (FY10) and the updated and re-designated FH Form 350-7, Enrollment Application (E-App). The Battle Staff Course and HAZMAT (AMMO-62) course are ATRRS courses and are discussed below.

The E-App is located in the FT Hood Troop School folders posted in AKO and in the Fort Hood SharePoint webportal. The FH Form 350-X17 E-App was FY specific for FY10. The FH Form 350-7 is perpetual and may be used immediately. There is a Microsoft Office 2007 version and a Microsoft Office 1997-2003 version. Use the version that corresponds to the software loaded on your system.

Troop School Operations will only accept requests for III Corps and Fort Hood Soldiers from the BDE/MSD Schools NCO. The BDE/MSD is the level where Allocations are granted IAW the Needs Assessment Survey. Once a determination is made for III Corps and Fort Hood soldiers to attend a Troop School course, the E-App process starts at the CO/TRP/BTRY level and is submitted through the Schools NCO chain.

For satellite units, USAR, and ARNG, requests are accepted from the command level appropriate to their unit structure.

For DoD civilian agencies in direct support of Fort Hood (DES, DOL, DPW, DPTMS, CECOM, TACOM, etc.), requests are accepted by the department or agency supervisor.

After the E-App is completed, attach the document to an e-mail and send it to:

usarmy.hood.usag.mbx.dptms-troopschool@mail.mil

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COMPLETING THE E-APP REQUEST

Fill out each section as required. The Word 2007 copy has several "pick and click" sections for accurate selection of information. The Word 1997-2003 does not have the "pick and click" data and all data must be typed in.

Section 1.a. STUDENT DATA is self explanatory for soldiers. Civilian agencies do not fill out military specific areas (PMOS, DMOS, ETS, GT SCORE). RANK is filled out as CIV, CTR, GS#, YA#, WG#, etc. as appropriate. UNIT is the civilian organization. In the Word 2007 version, the BDE/MSD lists most supported civilian agencies, but if it does not, select "blank" or "OTHER".

NOTE: Please abbreviate Unit/Organization designations to avoid dropping to a second line.

Section 1.b. COURSE DATA. All course information (course number, course title, dates, and locations) is located in the Troop School folders. All course information can be obtained directly from the Enrollment Roster header, as well as other documents (Troop School Schedule, Class Locations) located in the Troop School folders.

Section 1.c is specific to all Leaders Courses (CDR/1SG Training Course, XO/S3 Training Course, and LDRS DTMS-OV course). If requesting these courses, ensure the information is completed or the E-App will be returned as incomplete and not processed.

NOTE: Enter ONLY the AKO User Name. Do not enter "@us.army.mil"

Section 1.d is specific to the EMT courses. If requesting these courses, ensure the information is completed or the E-App will be returned as incomplete and not processed.

Section 2 COMMANDER / FIRST SERGEANT VERIFICATION requires only typed initials and name. The document does not have to be printed, initialed by hand, scanned, and then attached and e-

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mailed. Troop School Operations assumes that an E-App received from the BDE/MSD Schools NCO has met the CO/TRP/BTRY level verification requirements.

Section 3 SCHOOLS NCO CHAIN OF FORWARDING tracks the progress of submission from the CO/TRP/BTRY level through the BDE/MSD Schools NCO to the Troop School Operations Office. Again, data only needs to be typed in.

For satellite units, USAR, ARNG and civilian agencies, Section 2 and Section 3 information is completed by the appropriate command or supervisor level.

After the E-App is completed, please save the file with the following format: LastName Class StartDate.

Example:

Smith UAC 21JAN11

Attach the completed E-App to an e-mail and send to the Troop School e-mail address:

usarmy.hood.usag.mbx.dptms-troopschool@mail.mil

DROP AND REPLACEMENT REQUESTS

DROP: When a determination is made that a Soldier (or DoD civilian/contractor) cannot attend a requested class, all that is needed is an e-mail message request. Simply state: "Drop (LastName, FirstName) from (Class #-#) starting (StartDate)".

Example:

Drop Smith, James from UAC 07-11, starting 21 JAN 11.

DROP/SWAP: When a determination is made that a Soldier (or DoD civilian/contractor) cannot attend a requested class and you have a replacement, an e-mail message request is needed with the replacement's E-App. Simply state: "Drop (LastName, FirstName) from (Class) starting (StartDate) and replace with (LastName, FirstName)".

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Example:

Drop Smith, James from UAC 07-11, starting 21 JAN 11 and replace with Ivy, Stephen.

Send the DROP request or DROP/SWAP request (with E-App) to the Troop School e-mail address:

usarmy.hood.usag.mbx.dptms-troopschool@mail.mil

TROOP SCHOOL OPERATIONS OFFICE ACTIONS

When a request is received from the BDE/MSC Schools NCO (or from the appropriate command level or supervisor for satellite units, USAR, ARNG and civilian agencies), it is printed and date stamped for the date received. The request is then posted to the Enrollment Roster.

Requests received prior to 1430HRS (1300HRS on Thursday) will be posted to the Enrollment Roster that day. Requests received after 1430HRS (1300HRS on Thursday) will be posted the following day, but still date stamped for the original date received.

NOTE: Requests received after 1430HRS (1300HRS on Thursday) for a class starting the following day may not be processed.

If a discrepancy is noted with a request when posting to the Enrollment Roster, the e-mail message is returned with notation of the discrepancy and guidance to correct it and resubmit the request.

Units with Allocations are placed into a Primary Seat. All others are placed on the Alternate list. After the Suspense Date (located on the Enrollment Roster header), if there are open Primary Seats, any Alternates are moved into the open Primary Seats in date order received. Exception: Soldiers will take priority over civilians regardless of date received. However, if a DoD civilian/contractor is moved into a Primary

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Seat and additional requests are received after the fact, the DoD civilian/contractor will not be displaced.

NOTE: Being on the Alternate list does not guarantee getting in the class. Alternates are called to fill seats when a Primary is a No-Show. If an Alternate is called and is not present to fill a vacant seat, they will be reported as a No-Show.

The Enrollment Rosters are posted in AKO and the Fort Hood SharePoint webportal every evening. When a request is received from the BDE/MSD Schools NCO (or satellite units, USAR, ARNG and civilian agencies) by 1430HRS (1300HRS on Thursday), the updated Enrollment Rosters are available for viewing in the Troop School folders after 1700HRS that day. E-Apps received after 1430HRS (1300HRS on Thursday) are available for viewing after 1700HRS the next day.

NOTE: Troop School Operations does not send confirmation e-mails that your request is processed. You have visibility in the Troop School folders. Open the Enrollment Roster and you will see your request posted as stated above. (On rare occasions, it may be a day later than stated due to Internet connectivity issues, Training Holidays, etc.). If on the third day you do not see your request posted, the BDE/MSD Schools NCO (or satellite units, USAR, ARNG and civilian agencies command or supervisor) should contact the Troop School Operations office and inquire. We will work to resolve the issue and correct the problem.

BATTLE STAFF COURSE and HAZMAT (AMMO-62) COURSE

These courses are ATRRS courses. Do not submit an E-App to the Troop School Operations office.

For the BATTLE STAFF COURSE, contact:

Kirsten Copeland:

254-287-3802 / DSN 737-3802

GLOBAL: Copeland, Kirsten R USA CIV (US)

E-MAIL: kirsten.r.copeland.civ@mail.mil

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For the two-week HAZMAT (AMMO-62-OS) Technical
Transportation of Hazardous Materials course, contact:

Jessica Kelley: 254-287-1771 / DSN 737-1771

GLOBAL: Kelley, Jessica J USA CTR (US)

E-MAIL: usarmy.hood.usag.mbx.dptms-troopschool@mail.mil